

MANUAL DATA BACKUP OF DATA STORED ON A HOPPER DQM PC

Please be advised that this is an alternate method of data retrieval due to the ineffectiveness of the current communication system supplied to the DQM computer. This process should be performed as frequent as possible to meet DQM QA monitoring requirements.

Steps to manually retrieve data:

1. Click Windows Start button on the DQM computer's keyboard
2. Go to "My Computer" or "Windows Explorer"
3. Select the C: drive and drill down to the folder C:\USACE_DQM
4. Copy the data files for the time frame required to an external drive (usb/flash drive). There should be a total of 4 files for each day. The filename format is 4-digit_dredgeid.YYYY-MM-DD.filename.arc.txt
Ex. 2008.2011-01-15.3.arc.txt - Data file 3 for dredge 2008 on 1/15/11
5. Take the external drive to a computer that has a landline or strong internet connection and upload the files to the DQM Center via web browser at <ftp://ftp.sam.usace.army.mil/INCOMING/DQM/DREDGENAME>

Dredgename should not contain any space. Ex. Dodge Island →DodgeIsland

6. Repeat steps 1-5 as often as required to assure data availability to the Center.

As always you may call the center at 1-877-840-8024 for any assistance with this temporary process.

Thanks,
DQM Support
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